

## 2004 PRE-IDENTIFICATION SERVICE Demographic Record Description

For districts or schools who will not be using the Excel worksheet to generate a CSV file for upload, a system-generated file can be accepted. The record description here describes the structure of acceptable files. Please do not include column headings or any other information outside of the data to be imported.

The file is comma delimited. For blank fields, do not omit the corresponding comma. Following are the rules governing which fields can be left blank:

- Field 8, Group Code, may be left blank.
- If the answer to field 14 is 1 (English), then fields 15 through 18 should be blank. If the answer to field 14 is not 1, then there should be entries in fields 15 and 16.
- If the answer to field 15 is 1 (English Learner), then fields 17 and 18 should not be blank. If the answer to field 15 is 2 (Fluent English Proficient), then fields 17 and 18 should be blank.
- If the student is at least grade 10 (or the equivalent age in Ungraded Secondary), then there should be an answer for field 19. Otherwise, the field should be blank.
- If the student is at least grade 11 (or the equivalent age in Ungraded Secondary) then there should be answers for fields 20, 21, and 22. Otherwise, these fields should be blank.

Field Number	Description	Alpha (A); Numeric (N); Blank (B)	Max Length	Comment
1	School CTDS	N	9	Required
2	Legal Last Name	A	11	Required
3	Legal First Name	A	9	Required
4	Gender	A	1	Required
5	Date of Birth	A	10	Required mm/dd/yyyy format
6	SAIS ID	N	10	Required
7	Group Name	A	20	Required
8	Group code	A	10	May be left blank
9	Start School This Year	A	1	Required value of Y / N
10	Number Years in School	N	1	Required value of 0 to 6
11	Number Years in District	N	1	Required value of 0 to 6
12	504 Accommodation Plan on File?	A	1	Required value of Y / N
13	Vocational Education	A	1	Required value of Y / N
14	Primary Language	N	1	Required value of 1 to 4
15	English Level	N	1	Required value of 1 or 2
16	Years ELL	N	1	Required value of 1 to 5
17	Type ELL	N	1	Required value of 1 to 5
18	Years in ELL Type	N	1	Required value of 1 to 5
19	Cohort Group	N	4	Required year of scheduled graduation
20	Meet or Exceed Math	A	1	Required value of Y / N
21	Meet or Exceed Reading	A	1	Required value of Y / N
22	Meet or Exceed Writing	A	1	Required value of Y / N
23	Braille Needed	A	1	Required value of Y / N
24	Large Print Needed	A	1	Required value of Y / N

## Code Values

10. Number of years in this school (select one only). This includes the current school year.

- ☐ 0=Less than 1 (if No in 9)
- ☐ 1=1 year (if Yes in 9)
- ☐ 2=2 years
- ☐ 3=3 years
- ☐ 4=4 years
- ☐ 5=5 years
- ☐ 6=6 or more

11. Number of years in this district (select one only). This includes the current school year.

- ☐ 0=Less than 1
- ☐ 1=1 year
- ☐ 2=2 years
- ☐ 3=3 years
- ☐ 4=4 years
- ☐ 5=5 years
- ☐ 6=6 or more

14. Primary language spoken at home (select only one).

- ☐ 1=English
- ☐ 2=Spanish
- ☐ 3=Navajo
- ☐ 4=Other

**If primary language is English in field 14, do not fill in fields 15-18.**

15. Level of English Proficiency

- ☐ 1=English Learner (In a program to learn English)
- ☐ 2=Fluent English Proficient (An English learner who has met the requirements needed to exit from an English Learner Program)

16. Beginning in **Grade 1**, number of years classified as identified in question 15, including the current school year.

- ☐ 1=1
- ☐ 2=2
- ☐ 3=3
- ☐ 4=4 or more
- ☐ 5=Records not available

**If the answer to field 15 was 2, leave fields 17 and 18 blank.**

17. In what type of EL Program is the student enrolled?

(Must have signed waiver)

- ☐ 1=Structured English Immersion
- ☐ 2=Mainstream English Classroom
- ☐ 3=Waiver 1
- ☐ 4=Waiver 2
- ☐ 5=Waiver 3

18. Number of years in the EL program identified in question 17?

- ☐ 1=1
- ☐ 2=2
- ☐ 3=3
- ☐ 4=4 or more
- ☐ 5=Records not available